

DRAFT

Security

- Memorandum D.D./A*
26 Oct 57
- (8) Travel by Invitees, Consultants and Other Specialized Categories of Individuals
- (a) Travel performed by invitees, consultants and other specialized categories of individuals important to the Agency mission who are not Agency employees will be charged against unvouchered funds.
 - (b) In accordance with Agency Regulations, documentary evidence such as ticket stubs showing travel by first class rail, ship, or air, and the maintenance of logs or records of travel performed by private automobile will not be a prerequisite to reimbursement. The certification of the traveler may be accepted as evidence of travel performed.
 - (c) Each office is responsible for issuance of proper orders and for assurance that the appropriate information is secured from the traveler while he is available in order to permit expeditious reimbursement on completion of the travel.
 - (d) Those offices which currently have no allocation of unvouchered funds for the travel contemplated herein will arrange with the Comptroller for the establishment of an appropriate account. The Assistant Director (Personnel) or the Personnel Director will personally approve travel of individuals being considered for employment in important or highly sensitive positions who are referred to above as invitees.

*Mr. Peck - Not necessary to include
in regulations at this time.
Memorandum stands by itself as
dealing with very specialized
categories of personnel.*